

# South Jordan City Job Announcement



<b>Position:</b>	Records Technician I	<b>Salary:</b>	\$13.86	<b>Status:</b>	Full-Time
<b>Department:</b>	Police	<b>Supervisor:</b>	Support Services Supervisor		
<b>Opening Date:</b>	6/8/2016	<b>Closing Date:</b>	6/17/2016 by 5:00 p.m.		
<b>Work Hours:</b>	Mon-Fri 8:00 a.m. to 5:00 p.m.	<b>Work Location:</b>	South Jordan City Police Department		

## **Special Notices:**

Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources either through the website, [www.sjc.utah.gov](http://www.sjc.utah.gov) or in person by the listed deadline.

## **GENERAL PURPOSE**

Perform working level staff support and assistance to the general public. Perform a variety of clerical and customer service related duties designed to assist and expedite the administrative processes and procedures related to police records.

## **MINIMUM QUALIFICATIONS**

### 1. Education and Experience:

A. Graduation from High School or G.E.D.;  
AND

B. Two (2) years of administrative experience involving public contact, answering phones, filing and cashing, preferably in a law enforcement setting.

### 2. Special Qualifications:

BCI Certification within six (6) months of hire  
Complete 8 hours of approved NCIC TRAINING annually.

Must be proficient in in 6 of the 8 following areas within one (1) year of hire:

1-NCIC Entry/Updates, 2-Validations, Expungements, 3-South Jordan City Screening, 4-Alarm Program  
5-Alt TAC (Terminal Access Coordinator), 6-Fingerprinting, 7-Dissemination of Police Records, 8-Background checks

### 3. Knowledge, Skills, and Abilities:

Working knowledge of Federal, State and Local laws, codes, and regulations; penalties associated with various offenses; police records management requirements; UCR codes; proper grammar, spelling, and punctuation; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of standard office machines including computer terminal, fax machine, and copy machine, etc.

Ability to operate a personal computer and Microsoft products.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; work under time pressures and work deadlines. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

### 4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger, leg, and foot dexterity exist.

NOTE: A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is located online <http://www.sjc.utah.gov/HR-JobOpenings.asp>. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

*It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability.*